

**WACHUSETT REGIONAL HIGH SCHOOL**  
**1401 Main Street, Holden, MA 01520**  
**Telephone: 508-829-6771**  
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**Website: www.wrsd.net/wrhs**

## **2019-2020 STUDENT HANDBOOK**

The student code of conduct, grievance procedures, sexual harassment policies, special education discipline policies, restraint policies and any other section of the student handbook will be translated into the primary language of a parent/guardian upon request.

**P6631 POLICY PROHIBITING DISCRIMINATION** - The Wachusett Regional School District does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, English Language Learner (ELL) status, housing status, or other protected status in the operation of the educational programs, activities, or employment policies, and no person will be excluded from or discriminated against in admission to its public schools, or in obtaining advantage and privileges in regards to courses of study and extracurricular programs of such public schools on account of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, English Language Learner (ELL) status, housing status or other protected category.

The School District, in complying with the laws of the Federal Government and Massachusetts, notifies you of this action and informs you that the coordinator for compliance at the building level is the school principal.

At the District level, the ADA (disability pertaining to non-students), Title VI and Title IX (race, color, sex, religion, age, national origin, and sexual orientation) Coordinator is Jeff Carlson, Director of Human Resources, WRSD, 1745 Main St., Jefferson, MA 01522, 508-829-1670.

At the District level, the ADA and Section 504 (disability pertaining to students) Coordinator is Supervisor of Pupil Personnel Services, WRSD, 1745 Main St., Jefferson, MA 01522, 508-829-1670.

Notice of Procedural Safeguards (formerly titled "Parent's Rights Brochure") can be accessed at <http://www.doe.mass.edu/sped/prb/>

### **MISSION STATEMENT**

Wachusett Regional High School is committed to an educational process that fosters independence and responsibility in our students. By offering diverse, challenging academic programs and rich co-curricular activities, Wachusett Regional High School strives to provide students with the skills and knowledge to achieve their potential as life-long learners.

### **CORE VALUES**

Critical Thinking/Problem Solving  
Creativity/Innovation  
Citizenship/Responsibility  
Communication  
Collaboration

### **STUDENT LEARNING EXPECTATIONS**

#### **Students will . . .**

- Exercise responsible citizenship
- Communicate effectively
- Think critically and solve problems
- Think creatively
- Collaborate and learn actively
- Use technology effectively

## DAILY LIFE AT WRHS

**ATTENDANCE** – Students are expected to attend school regularly in order to obtain maximum benefit from their education and in order to develop habits of punctuality, self-discipline, and responsibility. There is a clear connection between good attendance, academic success and success after high school (see Attendance Policy pages 12-13).

**When a student is absent, a parent/guardian should call (508) 829-6771 before 8:00 a.m. to report the absence and the reason for it or, upon the student's return to school, bring a note from the parent/guardian explaining the absence. A call will be made to each absent student's home if we do not hear from a parent or guardian.**

When a student misses 5 days during the school year due to unexcused absences, the parent/guardian will be contacted and a meeting will be held with the Principal or Principal's designee to develop action steps to address the student's attendance.

**TARDY TO SCHOOL** – Students are expected to be in first-period class at 7:35 a.m. each school day and are not allowed to leave first-period class until after the pledge and/or announcements. Students arriving after 7:35 a.m. must sign in at the front door/main office and then report to their appropriate class. Students are allowed three tardies per quarter that must be verified by a note, phone call, or email to the student's administrator from a parent/guardian on that day or the day after. All tardies beyond the three allowed per quarter will result in disciplinary action (see Student Management Code). All students in the building or on school grounds prior to the 7:35 a.m. bell and who are late to period-one class will be sent to the Main Office to sign in and be considered tardy to school.

When a student misses 2 or more classes on 5 days during the school year due to unexcused tardies, the parent/guardian will be contacted and a meeting will be held with the Principal or Principal's designee to develop action steps to address the student's attendance.

**TARDY TO CLASS** – Two tardies to class (less than one-minute tardy) per quarter are tolerated. Each additional occurrence per quarter will be referred to administration and dealt with as defined by the Student Management Code.

**DISMISSALS/SCHOOL DAY** – Students who are dismissed must bring a note from their parent/guardian indicating their full name, grade, the date/time, phone number and reason for dismissal to the main office **before school**. Try to avoid dismissals during school hours. Phone dismissals are not allowed unless approved by an administrator. Students leaving campus without proper dismissal from the Main Office or the Health Office, will be considered truant.

Students being dismissed during long block study must seek approval from their administrator. The only exception is that seniors may apply for "Early Dismissal" if they have no classes scheduled during long block and the following period.

**DISMISSAL PRIOR TO SCHOOL VACATION** – When family obligations or other long-range plans conflict with school closing dates, students must inform their assistant principal of their plans. Students must also make arrangements with their teachers to complete assignments missed during their absence. These absences are considered unexcused under the Attendance Policy.

**MAKING UP WORK MISSED WHEN ABSENT** – Students are allowed to make up work according to the following schedule when their absence from school is not the result of truancy:

**1-day absence:** 2 school days to make up the work

**2-day absence:** 4 days to make up the work

**3, 4, 5-day absence:** 1 school week to make up the work

More than one week's absence will be treated as a special case and arrangements must be made with each teacher. Students are responsible for making those arrangements and should obtain work from their school counselors during their absence.

In case of an absence that occurs on the day an assignment is due, the aforementioned schedule for make-up does not apply. In this case, work must be turned in immediately upon return from the absence. If absence is due to suspension, all work must be submitted one day after returning to school. Special circumstances will be treated on a case-by-case basis.

If a student is present during any part of the day that a long-term assignment is due, it is expected that the student submit that assignment to their teacher on that day. Students are responsible for all class assignments missed due to field trip participation and should make up their work in a timely way. Students should work this out with the classroom teacher prior to the trip.

**WITHDRAWAL OR TRANSFER FROM SCHOOL** – In order to withdraw or transfer from school, students must complete the necessary forms provided by the Counseling Office and sign out formally. Failure to do so will result in incomplete school records. Students are financially responsible for all books and materials issued to them and they must be returned to faculty/staff before the student withdraws.

VISITORS/VISITOR'S PASS – All visitors (including parents) must sign in at the main office and wear a “Visitor’s Pass” that must be returned to the main office upon leaving.

STUDENT PASSES – Passes are required whenever students leave a classroom during a class period and can be checked by staff or administrators. Passes should have student name, date, time, destination, and the teacher signature. Students in the hall during a class period without a pass may result in disciplinary action.

STUDENT IDENTIFICATION CARDS – All students will be assigned to have their picture taken during the first week of school depending on their schedule. Picture retakes will occur in early November for those students that missed the original dates. Information to purchase pictures will be sent home in advance of these dates. In addition to allowing students/parents to order pictures from the photographer, each student will receive an ID card. Students should have their ID on their person at all times and show it to any WRHS staff member when asked. There is a \$5 replacement fee for lost IDs.

CAFETERIA – Students will be scheduled for one 30-minute lunch period during which time they must remain in the cafeteria. All other areas are off limits during lunch and students may not leave campus during the lunch period without permission. School lunches can only be charged using the student's personal student identification card. Check prepayments for lunches are accepted, as well as cash. Make certain to include the student(s) name(s) and identification number(s) on the check. Students may make deposits during the school day, however, they are encouraged to do so **before school**. We also offer an online pre-payment system, for more information go to [www.wrsd.net/foodservices](http://www.wrsd.net/foodservices). Students are allowed two (2) IOUs or up to \$7.00 for meals unless there is an agreement made between the student and cafeteria manager for payment of the IOU. There are no IOUs for à la carte items. Students are not allowed to charge food for other students using their personal account. Students may apply for free/reduced lunch by completing and submitting the appropriate forms available online or in the Main Office. Remember that this is your school and your cafeteria. Be responsible with your food and beverage. Clean up after yourself or consequences may be assigned by the Administration. **All food and drinks must be consumed in the cafeteria or in a designated room during nutrition break.**

FOOD AND BEVERAGES – With the exception of the school cafeteria and in a designated room during nutrition break, the consumption of food and beverages anywhere in the building is prohibited during the school day; upon entering the school building until dismissal at 2:10 p.m. Classroom functions approved in advance by the Administration and clear bottled water will be allowed. Travel coffee mugs, juice, vitamin water and snacks are not allowed outside of the cafeteria or the designated room during nutrition break. The consequences of not following this rule are outlined in the Student Management Code.

BREAKFAST – Wachusett offers a complete breakfast that meets the USDA guidelines and includes a hot meal and other items such as bagels, cereal, fruit, and other healthy items, and will be open before school at 7:00 a.m. for breakfast. The breakfast price is \$2.25, reduced price is .30¢, and there is no charge for free-lunch students.

LUNCH – WRHS is committed to the District’s Nutrition and Wellness Policy. There are five lunch stations. Each station’s main entrée is served as a complete meal, which includes a choice of fruit, vegetable and milk. The daily lunch price is \$3.50 and reduced-price lunch is .40¢. Available at all serving lines are chips, cookies and drinks for an additional cost.

NUTRITION BREAK – Students are allowed time to have a small nutritious snack during the first five minutes of third period at which time morning announcements will be read. Students must bring their snack with them to class and will not be allowed to leave after the start of the period. The policy which states no food or drink (with the exception of clear water) outside of the cafeteria will not change other than this nutrition break. Abuse of this policy may result in a loss of privileges. Due to safety issues some classes may be excluded from this policy (i.e., science labs, gymnasium). Nutritious snacks are recommended such as fruit, breakfast bars, etc.

FIRE DRILLS/ALARM – Fire drills will take place throughout the year. Faculty and staff will direct students on how and where to exit the building when the fire alarm sounds. Directions for leaving each area are also posted. When the alarm sounds, follow the instructions given to you by faculty and staff members and leave the building quickly and quietly. Remain in the designated area until students have checked in with their teacher and are told to reenter the school. Upon reentering, all students must report directly back to the class they were in when the alarm sounded. The setting off of a false fire alarm is a criminal offense; offenders will be dealt with severely by school and local officials (see Student Management Code).

FIELD TRIPS – Field trips are designed to enrich the school curriculum and it is a privilege to participate in them. Administration may exclude students from participating in field trips due to behavior and/or academic reasons. Students are asked to contribute to the cost of field trips as well as complete and return a field trip permission form and health form, in order to participate. Students must notify their teachers of their upcoming absence from class as a result of their trip. Students are responsible for all class assignments missed due to field trip participation and should make up their work in a timely way. Plans to make up work should be discussed with the classroom teacher prior to the trip. During field trips, Wachusett Regional School District and Wachusett Regional High School rules are in effect at all times. In addition, the teacher in charge will have further instructions regarding student behavior.

## TRANSPORTATION

**AFTER SCHOOL** – Students should only remain after school for scheduled student activities. We ask that while waiting for a ride, students should wait in either the cafeteria or outside of the building near the gym entrance or main office entrance. Any students found loitering elsewhere will be asked to leave the building and further consequences may be issued by administration.

**BUS POLICIES** – Riding the school bus is a privilege. Students are expected not to interfere with the driver, other riders, or the safe operation of the bus. Failure to act responsibly may result in loss of this privilege, as well as discipline under the Student Management Code.

**STUDENT PARKING** – Only eligible students in grade 12 may apply for a year-long Student Parking Permit. Rules associated with receiving a parking permit and reasons for losing it are included with the Parking Permit Application available on the school website. Students that have a pattern of disciplinary infractions may not be eligible for parking. All applications must be filled out completely and will be checked for accuracy and completeness.

A parking fee is charged and a sticker issued that **MUST** be visible on the student's car as outlined on the parking application. Parking on campus is a privilege that can be revoked due to disciplinary or academic problems, unpaid fines, unsafe driving, unauthorized transfer or sale of a parking sticker to another student, or any abuse of the parking privilege. **Students who park without authorization or who violate parking regulations will be fined and/or towed at the owner's expense.**

Limited parking spaces will be available to juniors and seniors for one-day use at a cost of \$2 per day. A junior or senior may be issued up to ten one-day passes per quarter. Students requesting these spaces are strongly recommended to make requests in the Main Office in advance. Parking spaces cannot be guaranteed on the day of request. Plan ahead if you need to bring a car to school.

**Administrators have the legal right to search students' cars given reasonable suspicion.**

**IDLING OF MOTOR VEHICLE** – Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M.G.L. c.90, §16B prohibits operators of motor vehicles from allowing any motor vehicle to idle unnecessarily on school grounds except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles. Violators may be subject to a civil fine of up to \$100 may be imposed for a first offense and \$500 for second and subsequent offenses.

## GENERAL INFORMATION

**ACADEMIC INFORMATION** – WRHS is a four-year comprehensive high school accredited by the New England Association of Schools and Colleges.

### **GRADING SYSTEM**

A+ =	97-100	A = 93-96	A- = 90-92
B+ =	87-89	B = 83-86	B- = 80-82
C+ =	77-79	C = 73-76	C- = 70-72
D+ =	67-69	D = 63-66	D- = 60-62
E =	50-59	(fail with make-up possible)	
F =	0-49	(no make-up possible)	

**COURSE LOAD** – All students are required to be full-time students. In order to be a full-time student, students are required to be enrolled in at least 5 courses that meet every day.

**GRADUATION REQUIREMENTS** – 110 total credits are needed for graduation. They include English (20), Social Studies (15), Mathematics (15), Science (15), Physical Education (7 1/2), Health (2 1/2), Fine Arts (5), Foreign Language (10) and other Electives (20). Please consult your school counselor and the *WRHS Educational Guide* for more information regarding academic programs and policies.

**MIDYEAR AND FINAL EXAMS** – All students are required to take midyear and final exams (see senior final exam exemptions) in all of their major subjects. Exams are worth 20% of the semester (two-term) average. Exam schedules will be posted on the WRHS website ([www.wrsd.net/wrhs](http://www.wrsd.net/wrhs)).

Students may not be dismissed early from an exam. If a student leaves an exam early, he or she will receive a grade of 0. See senior exam policy for any exceptions.

Make-up exams are allowed only with administrative approval. Upon receiving approval, it is the responsibility of the student to contact the teacher and arrange a time for the make-up exam. It is expected that make-up exams will be completed during exam week and/or scheduled make-up period that takes place the week following exams.

**EXEMPTION FROM FINAL EXAMS** – Only seniors have the opportunity to be exempt from final exams at the end of the school year. In order to be eligible, they must have a quarter 3 and 4 (semester 2) average equal to or above 90%. Students will not receive an exemption if their attendance is in violation of the WRHS Attendance Policy.

**NATIONAL HONOR SOCIETY** – Wachusett is a charter member of the National Honor Society. Please see NHS selection criteria on page 14.

**LOCKERS** – All students will be assigned a locker and a lock on the first day of school and should use only the locker assigned to them. Freshmen and new students will be assessed a \$5 locker fee should they choose to use a locker. Students are responsible for the condition of their locker and for its contents. Students will be assessed for any damage that is done to their locker. All belongings must be removed by the last day of school. If the lock is missing from the locker at any time, the student will be charged a \$10 replacement fee. Writing on lockers is strictly prohibited. Students are reminded that administrators have the legal right to search lockers and their contents, given reasonable suspicion (see Searches).

**SCHOOL FACILITIES AND MATERIALS** – Students are responsible for damage incurred to school property. Students will receive textbooks and other materials for all of their courses at WRHS. Check any book or piece of equipment for damage when it is issued to you and report it to appropriate faculty or staff. Students should write their name and year of issue in the textbooks they receive.

Students should keep track of their books and materials and report any losses to an appropriate faculty or staff member. Check for lost books and materials at the Main Office. Students are responsible to pay the full replacement cost of any damaged or lost books, equipment or other school materials. Transcripts and graduation tickets will not be issued until these bills are paid.

**EVENTS CALENDAR** – Dances, plays, class activities, and other social events are held throughout the year. Applications for these events must be filed in the Main Office well in advance of the event. Final clearance for all events must be made through administration before they are included on the school's activity calendar.

**CLASS DUES** – Every student is responsible for class dues. Class dues fund some of the graduation expenses, as well as help defray the cost of other senior activities as well as future alumni events. Class dues are \$100 for all students present during their senior year. All students, whether participating in senior activities or not, are responsible for dues. It is recommended that students pay dues in yearly installments or in advance so as not to increase the financial burden at the end of senior year.

**STUDENT ACTIVITIES** – Students are encouraged to participate in extracurricular activities at WRHS. There are a number of activities outside the traditional classroom and students are welcome to participate. If a student is absent during the day the student may not attend extra curricular activities without approval from administration. See the Wachusett homepage for an up-to-date list of activities.

**ATHLETICS** – There are many varsity, junior varsity, and freshman athletic teams at WRHS. Varsity teams are open to all and tryouts are held prior to each of the three sports seasons. Beyond the eligibility requirements for WRHS teams (see *Educational Guide*), our athletic organizations are under the jurisdiction of the Massachusetts Interscholastic Athletic Association (MIAA). All coaches will review the Wachusett and MIAA rules on eligibility at the beginning of the season. These rules must be adhered to or student will be ineligible and/or contests forfeited. If a student is absent during the day the student may not attend athletic practices or competitions without approval from administration.

**ATHLETIC FEE** – The Wachusett Regional School District Committee has voted that each student on an athletic team must pay a fee of \$250 or \$350 per family for each season (fall, winter, spring) that they participate in a sport. The fee is due from each athlete prior to the first interscholastic athletic contest scheduled for that sport. The fee may be paid online or by check or money order, made payable to the Wachusett Regional School District. Students who do not pay the fee will be ineligible to participate. Students may apply for free or reduced fees based upon need.

**STUDENT ATHLETE CONCUSSION POLICY** – WRHS has established the following Concussion Protocol for all student-athletes competing in our interscholastic programs. All students, coaches, and parents are expected to be familiar with its contents.

Any student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

If it can be determined during a contest by the school's health care professional (this person must be a Medical Doctor, Doctor of Orthopedics, or Certified Athletic Trainer) that an athlete removed from play does not have a concussion and is cleared to play, then that student-athlete may be allowed to re-enter the competition. If the health care professional does not clear the athlete for return to the contest, then the athlete must adhere to the following ***Return-to-Play Protocol***.

1. Only a Medical Doctor or Doctor of Orthopedics, or a Physician's Assistant or Nurse Practitioner working under a Medical Doctor or Doctor of Orthopedics, may clear the athlete for return to competition.
2. The clearance must be in writing.
3. The clearance may not be on the same date on which the athlete was removed from play.

**"AWAY" CONTEST PROTOCOL** – It is important to note that students, coaches, and parents are held to the same procedures and guidelines regarding concussion protocol when they compete on the road at "away" athletic events. In the event that the opposing school does not have an MD, OD, or Certified Athletic Trainer on staff, the student who sustains a possible concussion is "done for the day." They will not be cleared to re-enter the contest. Coaches and parents do not have the authority to clear a student-athlete for re-entry to a contest.

**MANDATED FREE ONLINE CONCUSSION COURSE** – Massachusetts state law currently requires that parents and legal guardians take a free online course to familiarize themselves with the signs and symptoms of a concussion. The course will also discuss proper response to a suspected concussion, return to play protocols, and suggestions for the prevention of sports-related head injuries. The Wachusett Regional High School Athletic Department highly encourages student-athletes to take this course as well. The course may be accessed at [www.nfhslearn.com/course.aspx](http://www.nfhslearn.com/course.aspx).

**PHYSICAL EXAMS FOR ATHLETES** – According to MIAA guidelines, all students participating in interscholastic athletic contests must have had a physical examination within thirteen months prior to participation. Physical exams are only valid 13 months to the day of the exam and must be renewed to continue participation even if it is in the middle of a season. WRHS schedules two optional physical examination dates in the summer. The cost of these physicals is \$20 payable to Wachusett Regional School District at the time of the exam.

**SPECTATOR SPORTSMANSHIP GUIDELINES FOR ATHLETIC EVENTS** – Athletics at Wachusett Regional High School are considered an extension of the classroom. As such, we strive to achieve a high degree of sportsmanship at our athletic contests. It is the responsibility of the district to teach and model good behavior and to maintain a safe and orderly environment at all times. Spectator conduct that is identified, at the discretion of the school administration (or designated supervisor) as profane, inappropriate or disorderly, or any behavior that interferes or threatens to interfere with the event, shall result in the following:

•**Warning:** a warning may be issued if the behavior is considered inappropriate. Warnings do not have to be given if the behavior is considered profane or if it has interfered with the operation of a game from an administrator/supervisor's, coaches' or officials' perspective.

•**Ejection:** spectators will be removed from the event should their behavior disrupt the operation of the game or is considered profane. Spectators that have been warned previously regarding inappropriate behavior shall be removed should the inappropriate behavior continue.

•**Suspension:** a spectator that has been removed from an event may have their privileges revoked for a period of time. This period of time will be determined by the school administration.

For behavior that is severe in nature or for failure to follow the directives of the administration or event supervisor, law enforcement officials will be contacted. Violation of sportsmanship guidelines may result in additional consequences by school administration.

**RELEASE OF HEALTH RECORDS TO GRADUATING SENIORS** – As per Massachusetts Department of Education Educational Law 603 CMR 23.06(3), each graduating student's complete health record will be released to him/her. At WRHS, we provide records to seniors on "Cap & Gown" day. **This is the only copy of his/her health record and should be securely filed at home.** This information will be needed for entrance into colleges and the workforce. If the student does not pick up his/her health record on this day, it may be obtained in our Health Office for five (5) school days after graduation. Records remaining in the Health Office after the five days will be destroyed. Records may be picked up by the student, parent/guardian, or designee. A designee must be appointed in writing by the student or parent/guardian.

**POSTERS** – Permission to hang posters must be secured through an administrator who will review and initial all posters and notices before they are posted. All posters/notices must be in good taste and those who put them up must take them down immediately after the event. Approved posters should be posted on cinderblock walls, glass or cork strips.

**LOST AND FOUND** – All articles found should be taken to the Main Office where they may be claimed. Items are discarded periodically throughout the year.

**STOLEN PROPERTY** – Locks are issued for students to use on their school locker. In addition to securing these lockers, students are strongly recommended to obtain their own locks to secure their physical education locker. If a student does not have a lock for PE, they may give their valuables to their teacher. Occasionally items are stolen, and students should promptly report the theft to their administrator and/or PE teacher if this occurs. When personal items are stolen, students should also fill out a report with the Holden Police Department. Wachusett Regional High School assumes no responsibility for lost or stolen items.

**STUDENT PUBLICATIONS** – Wachusett Regional High School supports student publications and generally maintains the free speech rights of students in such publications. However, final editorial control of such publications is in the hands of the school administration (WRSC Policy P6515).

**MEDICATION** – If a student requires medication, including over-the-counter medications, they must secure written orders from their doctor before medication may be given or taken in school. All medications must be brought to the nurse's office for storage and distribution. These written orders and medications must be kept on file in the Health Office. If a student carries medication on his/her person without school approval, he/she may be subject to disciplinary action potentially leading to expulsion from school.

**PHYSICAL EDUCATION MEDICAL EXCUSES** – Students are expected to participate in physical education classes. Only students with a written note from his/her doctor may be excused from physical education classes. Students must file their doctor's note with the Health Office within two weeks of the restrictive impairment.

### **IMPORTANT LOCATIONS**

**MAIN OFFICE/ADMINISTRATION** – The Main Office and Counseling Department are located at the main entrance of the building.

**COUNSELING SERVICES** – The Counseling Department is staffed by the Director of School Counseling, eight school counselors, one school adjustment counselor, three school psychologists, and two full-time secretaries. Services include, but are not limited to; providing academic, career and personal/social support and development to students, delivering a school counseling curriculum, academic advising, coordinating individual student planning and meeting immediate needs and concerns by providing responsive services, making referrals for additional assistance and consulting and collaborating with parents, teachers, administrators and community resources.

**MEDIA CENTER** – The Media Center is open from 7:00 a.m. to 3:30 p.m. It contains both print and electronic resources. Other computer laboratories throughout the school can access similar information through our network environment.

**HEALTH OFFICE** – The Health Office (Room H101) is located on the first floor near the stairs leading to the gym. Medical treatment consists of first aid for injuries and care for students who become ill during school hours. Parents/guardians of students who need to leave school during the day because of illness will be contacted in order to arrange transportation for the student. Students going to the Health Office must have a pass and sign in and out of the office with the Health Office secretary. Students should not visit the nurse's office during passing period except for emergencies. Please respect those who truly need services and go there only when necessary.

### **STUDENT MANAGEMENT POLICIES**

All members of the Wachusett community are expected to be good citizens by treating themselves and others with respect. Students are expected to use open and effective communication skills to address issues as they develop, using parents, peers, counselors, teachers, the resource officer and administrators as resources when appropriate. There are clear behavioral expectations and consequences for student violations. Please refer to the Student Management Code for a more detailed list.

**CHEMICAL VIOLATION** – Any use, consumption, possession, distribution, in the presence of illegal consumption or possession, or sale of any alcohol, drug, tobacco product, nicotine dispensing product or any controlled substance is in violation of school policy and students are subject to discipline outlined in the Student Management Code. These violations are also applicable to student athletes under M.I.A.A. Rule 62.1 and will result in team suspensions. These infractions will also be applicable to any student involved in extracurricular activities and will result in a suspension from those activities.

The WRHS Administration reserves the right to administer a breathalyzer test to any student suspected of consuming or possessing alcohol during the school day or at any school-sponsored event.

**SEARCHES** – Wachusett Regional School District authorities may exercise their rights to conduct a search of student cars, lockers, desks, or the student's person given reasonable suspicion. Lockers and desks remain, at all times, the property of the District.

A warrantless search (non-emergency) of a student's school locker or articles carried upon the student's person, may be conducted if there is a reasonable suspicion that the search is necessary to protect the health and/or safety of students and staff, or to detect a violation of school rules. Such a search may be conducted if school authorities suspect that a student possesses such items as, but not limited to, weapons, dangerous instruments, stolen goods, tobacco and tobacco products, nicotine dispensing products, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, unregistered drugs, drug paraphernalia, controlled substances, alcoholic beverages, or evidence of cheating or other academic misconduct.

**BULLYING AND HARASSMENT** – Wachusett Regional School District and the Commonwealth of Massachusetts have strict regulations regarding bullying and harassment. Under no circumstances is this behavior tolerated.

Violation of this policy will result in disciplinary action in accordance with WRSD Policies #6437, #6438, and Massachusetts General Law, Chapter 71, Section 37o. Instances of bullying and harassment, which occur both in and out of school, may result in a criminal investigation pursuant to M.G.L. c. 71 §37o.

For more information refer to Policy #6437 and #6438 included in this handbook and as found on the district website at [www.wrsd.net](http://www.wrsd.net).

**HAZING** – See Commonwealth of Massachusetts General Laws on Hazing contained within the Wachusett Regional School District Policies in this handbook.

**ELECTRONIC DEVICES** – Student use of personal electronic equipment (i.e., cell phones, iPods, headphones/earbuds, wearable technology etc.) will be allowed with restrictions during the school day. Starting with the 2019-2020 school year all WRHS students will be issued a school owned chromebook for use for the entire school year. As a result, students will be required to bring these devices to school, fully charged, on a daily basis and will not be allowed to use their own computer, chromebooks, etc during classroom and other academic time. Students will be allowed to use devices and/or make phone calls prior to the start of school. **At 7:27 a.m. ALL devices need to be put away without exception. Additionally, at no point after the warning bell to start school will a student be permitted to make a phone call during the school day until the last bell at 2:10 p.m.** If a student has an emergency need to make a phone call, please report to an administrative or counseling office to gain permission to do so. The uses of electronic devices are permitted before the warning bell to start school at 7:27 a.m., after the last bell at 2:10 p.m., or during study halls (excluding phone calls). A teacher may seek approval from administration to allow the use of non computer or tablet electronic devices in their classroom but students should assume that it is not allowed unless explicitly stated by the teacher. Use of any electronic device is also not permitted in the hallways during the school day or in detention hall. If devices are visible or being used during the times they are not permitted, it will result in the device being confiscated, requiring parent pick-up and consequences to be issued in accordance with the Student Management Code. Failure to turn over electronic devices when requested by a staff and/or faculty member will result in additional disciplinary action. Administration reserves the right to search electronic devices given reasonable suspicion of illicit activity. Wachusett Regional High School assumes no responsibility for lost or stolen items.

**SCHOOL DRESS** – Any manner of dress that is disruptive to the educational process (distracting to others in the school community), does not conform to Wachusett community standards of common decency and propriety, or violates state health laws (e.g., not wearing shoes, shirts, etc.) is prohibited at WRHS. Students will not be allowed to wear garments depicting drugs, alcohol, or any illegal activities, tops without straps or that reveal midriffs, backless shirts, and no visible underwear. Hooded sweatshirts are allowed but hoods and sunglasses may not be worn in the school building at any time. Any items that cover faces are not allowed to be worn in the school building at any time.

**SOCIAL EVENTS** – WRHS students may be required to show their school IDs in order to enter event sites. Wachusett students may be excluded from participating in social events based upon behavioral and academic performance. All students attending social events may be subjected to a breathalyzer test and must adhere to all school rules.

**SCHOOL DANCE POLICY** - The following dance conduct policy is designed to promote a safe, respectful, and inclusive environment at WRHS dances. All student guests for dances must be pre-approved by administration.

**DANCE CONDUCT EXPECTATIONS** - Please note that these expectations apply both on and off the dance floor. Sexually suggestive dancing may result in: the student being removed from the event, the student not being allowed to attend the next dance, and parent notification.

The dance rules are as follows:

- No front to back touching/grinding
- No straddling legs
- No bending over
- No touching of the breasts, buttocks, or genitals
- Both feet must remain on the floor
- Hands between waist and shoulders only
- No “making out”(overt and/or prolonged public displays of affection)

**DUE PROCESS** – WRHS student management policies are based upon a firm belief that all students have a right to a quality education and that this right should not be infringed upon in any way. Administrators are here to help students if a problem arises. Under school rules, all students at WRHS are guaranteed due process.

## **Definitions**



**Expulsion:** the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

**In-School Suspension:** the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. *\*Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating cumulative days of suspension.*

**Long-Term Suspension:** the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Written Notice:** Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

**Principal:** The primary administrator of the school or the Principal's designee for disciplinary purposes.

**In-School Suspension:** Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

**Emergency Removal under Section M.G.L. c. 71 §37H3/4:**

The principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and in the principal's judgment there is no alternative available to alleviate the danger or disruption. M.G.L. c. 71 §37H3/4

**Out-of School Suspension:** In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short-term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings\to consider the student's long-term suspension or expulsion.

In accordance with M.G.L. c. 71, § 37H3/4 and 603 CMR 53.08(3)(d)(5) disciplinary decisions made by the principal's designee for any discipline other than long-term suspensions are not subject to appeal.

**Principal's Hearing:**

Short-Term Suspension:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

### **Principal's Decision:**

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal regarding long-term suspensions and expulsions. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

### **Appeals:**

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

### **Academic Progress:**

Any student who is serving an in-school or out-of-school short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

**STUDENTS WITH DISABILITIES** – Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to know might be eligible for special education services are entitled to additional procedural protections when a disciplinary long-term suspension or exclusion is considered. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary long-term suspension or exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Director of Special Education.

All students are expected to meet the standards of behavior as set by the Wachusett community. Chapter 71B of the Massachusetts General Laws and I.D.E.A. 1997 require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individual Education Plan (I.E.P). The following additional requirements apply to the discipline of special needs students:

1. The principal (or his designees) will notify the Special Education Office of any special needs students who have been suspended. The Director of Special Education will keep these suspensions on record.
2. When it becomes known that a special needs student will be suspended for more than ten days in a school year:
  - a. services will be provided in order to ensure that the student receives FAPE, and
  - b. a functional behavioral assessment will be conducted and a behavioral intervention plan will be implemented, and

c. the team will conduct a manifestation determination in order to decide whether the infraction related to the student's disability and, if the team finds that the behavior is a manifestation of the disability, the District may not suspend the student.

**APPEALS** – Students are also provided with an avenue of appeal in cases where they feel student management policies were not justly applied. A student charged by a teacher with an offense may appeal the decision to his/her administrator.

**CONSEQUENCES FOR VIOLATIONS OF SCHOOL RULES** (see Management Code for details) – When school rules are violated, the following may be implemented.

- **Academic Penalty** – For every class that meets daily that a student cuts or is truant, two points will be deducted from the student's quarter average. For every class that meets every other day that a student cuts or misses because they are truant, two points will be deducted from the student's quarter average.
- **Detentions** – Detention hall is typically held after school from 2:20-3:20 p.m. Monday-Thursday. Students who arrive after 2:20 p.m. will not be allowed into detention. Only the administrator who originally assigned the detention may give students permission to reschedule a detention. Deadlines to complete detentions are at the discretion of the principal or designee.
- **Extracurricular Penalty** – Students who violate school policy may be temporarily removed from participation in athletic events, extracurricular activities and/or school-sponsored events. Administration reserves the right to revoke grade appropriate privileges including but not limited to late entry/early dismissal, and parking.
- **School Service** – Students who violate school policies may be assigned to perform school service in place of other penalties. Such service may include projects that assist in the operation of the school community.
- **Saturday Detention** – Saturday detention will be held at Wachusett from 8:00 a.m. to 11:30 a.m., from September through June. An administrator will be present while students make use of their time through academics and school service. Transportation is not provided. Deadlines to complete Saturday detentions are at the discretion of the principal or designee.
- **In-School Suspension** – Students who violate the school policy, and at the discretion of the administrator, may be assigned in-school suspension in accordance with the due process procedures set forth above.
- **Out-of-School Suspension** – In certain circumstances, it may be necessary to suspend students from attending school. These instances involve serious disruptions of the school community, or when other forms of discipline do not appear to be effective. For the duration of an out-of-school suspension, students may not visit the campus or attend any school-related events except to participate in alternative education services in accordance with the School's Education Services Plan. At the conclusion of an out-of-school suspension, a student's parent(s) or guardian must have a discussion with the student's administrator and reach agreement on conditions for the student's readmission to the Wachusett school community.
- **Juvenile Courts** – The administration will use the court system to work with students who are habitual school offenders or with students who have excessive absences from school.
- **Behavioral Contracts** – In order to address inappropriate behaviors on the part of individual students, some students and their parents will be required to sign contracts outlining specific behaviors expected of students and the consequences that will follow if these behavioral expectations are not met before the student may continue at WRHS.
- **Long-term Suspension or Exclusion/Expulsion** – will be used as a disciplinary measure in extreme and chronic behavioral situations. This may include situations such as possession/use of weapons; assault; possession, sale or use of an illegal substance; or other serious offenses.

### **VIOLATIONS OF ACADEMIC INTEGRITY**

All students' academic work must reflect their own honest efforts. Cheating and plagiarism in any form will not be tolerated. This includes, but is not limited to copying homework, papers, lab reports, or quiz or test answers; acquiring or disseminating quizzes or tests before they are administered; or using information from the Internet or other outside sources without proper attribution.

Any student known to have cheated will be subjected to penalties, up to receiving "0" for the work. Possible penalties will be made known to each class by the teacher and will be included in the course syllabus.

Students who collaborate with others in cheating by allowing their papers to be copied or by other means will be subjected to penalties commensurate with their involvement, which may include the student receiving "0" for the work or suffering significant grade reduction.

In all cases, the principal or the class administrator along with the department head and teacher will be informed about both the incident and the penalty imposed, and the parent(s) or guardian(s) will be notified. The administration reserves the right to impose other penalties up to and including removal from the course, removal from honor societies, and loss of eligibility for scholarships with "honor" as criteria.



## ATTENDANCE POLICY

It is of great importance that parents/guardians encourage their sons or daughters to attend school each and every day. Poor attendance habits, which are developed during these formative years, may be difficult to change. When students enter the workforce they will be expected to be reliable and dependable workers.

The law pertaining to school attendance is outlined in Chapter 76 of the General Laws of Massachusetts, and clearly prohibits unexcused school absence. Therefore, these absences shall be considered irresponsible student behavior.

It is the intent of this policy, within the spirit of The Education Reform Act and The Time on Learning Guidelines, to hold students accountable for their attendance. Because poor student attendance will affect credits earned, the Attendance Policy is included here for ready referral by parents, students and staff.

### I. ATTENDANCE POLICY

A. Students who are absent will not receive individual course credit as follows:

1. Full-year courses (5 credits)-sixteen (16) classes missed.
2. Semester courses (2.5 credits) - eight (8) classes missed.
3. Every other day semester courses (1.25 credits) - six (6) classes missed.

B. Students who miss more than one half (1/2) of a class will be charged with one (1) full absence.

C. Transfers

1. Students who transfer into Wachusett Regional High School from another school system shall receive a prorated number of absences.
2. Students who transfer into a class within the same department will carry over the number of classes missed.
3. Students who transfer classes outside of a department will receive a prorated number of absences.

### II. ABSENCES

A. **Excused Absences** are the only absences that do not impact loss of credit.

1. Excused absences include: bereavement, religious holidays, documented chronic medical conditions, court dates, documented college visits, school-sponsored field trips/events (if all work assigned is completed upon the student's return to class).
2. The Attendance Review Committee may request third party substantiation of the above circumstances (i.e., note on doctor's stationary, documentation from a court). These must be provided immediately upon the student's return to school.

B. **Unexcused Absences**

All other absences will count towards a student's accumulated total and potential loss of credit (i.e., home sick, doctor visits, family vacations).

### III. STUDENTS' RESPONSIBILITIES

A. Students enrolled at Wachusett Regional High School are expected to be present each time their classes meet.

B. Students absent from school must have a parent/guardian call to report the absence and reason for it on the day of the absence or submit a note to the attendance secretary immediately upon their return to school.

1. The note must indicate the date(s) of absence, reason for absence, and must be signed by the student's parent or guardian.
2. The note does not excuse the absence. The note verifies the absence.
3. Students and parents/guardians are responsible for making and keeping copies of the above-mentioned documentation. (For absences to be considered excused, refer to Section II, A 1 & 2).

C. Students with a diagnosed, chronic medical condition should have documentation from their physician on file with their class administrator **at the start of each school year**. Each absence related to a diagnosed, chronic medical condition may require documentation from a physician throughout the school year.

### IV. FACULTY'S RESPONSIBILITIES

A. Teachers will record all absences and tardies on PowerSchool for each student.

B. Teachers will report to the class administrator, in a timely manner, all students who have reached half of the allowed absences for a warning letter to be sent home. Then, when the maximum absence limit for a course is reached, they will report that to the class administrator for consideration of credit withdrawal.

## **V. ADMINISTRATORS' RESPONSIBILITIES**

- A. Upon teacher notification, a letter will be sent home to the parent if the child has four or more absences in a semester course or eight or more absences in a full-year course. Copies of the letter will be given to the student's teachers and also the student's administrator.
- B. Class administrators will issue parent notification letters when the halfway point has been reached.
- C. When a student misses 5 days during the school year due to unexcused absences or misses 2 or more classes on 5 school days due to unexcused tardies, the parent/guardian will be contacted and a meeting will be held with the student's administrator to develop action steps to address the student's attendance.
- D. When a student reaches the maximum limit, he/she will be informed in a meeting with the class administrator. An attendance hearing will be held with the student's administrator. Parents/guardians will be notified in the event of any loss of credit. Parents/guardians have five days to request a hearing.
- E. Class administrators will inform the student's teachers of the decisions made by the Attendance Review Board.

## **VI. REVIEW PROCESS**

- A. Students will receive written notification from their administrator to share with their parents when they reach the maximum absence limit.
- B. Parents/guardians must respond within five (5) school days from the date of the notification to request a hearing. In a case where there are fewer than five (5) school days remaining in a semester or school year, the hearings must be requested before the commencement of final exams and midterm exams.
- C. Parents/guardians who request a hearing will go before an Attendance Review Committee consisting of the student's class administrator and the student's school counselor.
- D. The Attendance Review Committee will evaluate the documentation and circumstances and decide upon maintaining loss of credit or restoring lost credit.

## **VII. APPEALS PROCESS**

Parents/guardians have the right to appeal the Attendance Review Committee's decision in writing to the Principal within five (5) school days. The decision of the Principal is final.

## **VIII. Credit Loss/Restoration**

- A. Courses are successfully completed and credit granted when the student:
  - 1. Earns a passing grade
  - 2. Fulfills the attendance requirement
- B. Credit Loss

In a course where a student fails to receive credit because of excessive absences, the graduation credit requirement will not be considered fulfilled.

### **C. Credit Restoration**

Credits lost due to absences may be restored by written agreement with the Attendance Review Committee. A student may successfully complete the same or similar course(s) at an evening school, summer school, or local college. Students cannot restore credit by taking a course the same school year (for a year-long course) or the same semester (for a semester-long course).

## NATIONAL HONOR SOCIETY FACULTY COUNCIL SELECTION CRITERIA

**Faculty Council Role:** Selection and dismissal of members.

- Selection for membership to the chapter is to be by a majority vote of the Faculty Council.
- Selection is based on a prerequisite GPA, Student Activity Forms, and may ask for teacher recommendations.
- Evaluations are expected to be used by the Faculty Council, and adviser, and the principal and should be considered confidential unless local or state policies dictate to the contrary.
- Selection Guidelines:
  - Candidates must have attended the school the equivalent of one semester;
  - A cumulative GPA is to be used to determine scholastic eligibility;
  - All four criteria must be considered in the selection process, though the local Faculty Council determines the weight that any individual criterion receives.

**Scholarship:** *average B or 85%*

### Leadership

The leadership criterion is considered highly important for membership selection. Some Faculty Councils may wish to interpret leadership in terms of number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside elected positions including effective participation in other co-curricular activities offered on campus. Other Faculty Councils may define leadership in less objective terms. Leadership roles in both the school and community may be considered provided they can be verified.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school office or position of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted

- Is willing to uphold scholarship and maintain a loyal school attitude.

### Service

Service is generally considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, religious groups, volunteer service for the elderly, poor, or disadvantaged
- Mentors persons in the community or student at other schools
- Shows courtesy by assisting visitors, teachers, and students.

### Character

Character is probably the most difficult criterion to define. The Faculty Council should consider the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect of others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies

- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment